



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

December 31, 2014

Ruth Mayson
317 Oaklyn Dr.
Polk city, IA 50226

Dear Child Care Provider,

This letter is in regards to the December 12, 2014 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

You reported that you currently do not have any daycare children that you are watching and as a result, you took down many of your required postings. Please make sure you rehang this information in a visible location that is easily accessible. You must have this information posted at all times in order to remain registered. Please access the packet of forms provided to the time of the spot check to make this requirements more convenient. Please see page 29 of this packet.

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

Please make sure this is available in on hand at all times. First aid kits can be purchased a location such as Walgreens, Walmart, Target, etc.

☐ 110.5(1)c The first-aid kit is sufficient to. First aid related to minor injury or trauma and stored in an area not accessible to children.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

Please recheck your home and make sure all available electrical outlets are capped. Can be obtained at places such as Walmart, Target, etc.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Please rehang these plans at order to stay registered.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

If you need assistance in creating a new map please access page 12 for a sample. There is a website located at the bottom of this page that directs you to the Polk County assessor's website. By accessing this website you can located floor plan of your home, which makes this requirement easier to fulfill. If you need further assistance creating your map or written instructions, please contact Erin Bonnichsen at Child Care Resource and Referral at 515-246-3560.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Please be sure you are practicing Ms. drills on a monthly basis using page 7 of the packet provided to you. Is very important to practice these drills with children so that they know what to do in the event of a true emergency.

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Your current fire extinguisher is not large enough you will need to purchase a larger classification. Please look at the extinguisher's small print to ensure you obtain the proper classification. The classification should be no less than a 2A 10 BC or larger. Fire extinguishers can be purchased at places like Home Depot, Menards, and Walmart.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Please hang signed by your front door. I have included a non-smoking sign at the end of your packet forms.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

You indicated that you have a current physical but do not know where the form is at the moment. You will need to add this form to your personal file. So that is easily accessible during the the time of your next spot check. If you are unable to locate this form or notice that this form is expired, you will need to obtain a new physical with the current date. The only physical documents that are acceptable are physicals that have occurred within the past two years. If you do need to obtain a new physical. Please use the new forms on pages 24 and 25. Take these forms to your physician to be completed. These forms are good for three years.

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

You reported that you've had some difficulties with the website and did not have a certificate at this time. Please contact Erin Bonnicksen at Child Care Resource and Referral at 515-246-3560 for assistance in taking this class, and person.

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

Please contact Erin Bonnicksen at Child Care Resource and Referral at 515-246-3560 for assistance in locating necessary classes. You may also access some online classes to fulfill some of the credit requirement, these websites are located on page 11 of your packet.

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

☐ 110.5(4) The certificate of registration is displayed in a conspicuous place.

Please rehang your certificate of registration and keep it up at all times.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x ☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: February 16, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford
Social Worker II

C. Mark Chappelle
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).